Released under the John F Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 68261 Date: 09-01-2022

# **Assassination Records Review Board Final Determination Notification**

AGENCY : HSCA

RECORD NUMBER: 180-10068-10313

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

**December 8, 1995** 

Status of Document: I

Postponed in Part

### Number of releases of previously postponed information: 7

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

## **Number of Postponements:** 3

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

**Board Review Completed:** 10/24/95

Date: 08/20/93 Page: 1

#### JFK ASSASSINATION SYSTEM

#### IDENTIFICATION FORM

#### AGENCY INFORMATION

AGENCY: HSCA

RECORD NUMBER: 180-10068-10313

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

#### DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM:

TITLE:

DATE : 12/13/76

PAGES: 7

SUBJECTS:

HSCA, ADMINISTRATION

BONIFER, SHERL L.

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U
RESTRICTIONS: 3
CURRENT STATUS: P

DATE OF LAST REVIEW: 07/07/93

OPENING CRITERIA:

COMMENTS:

Box #:1.

# PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

## U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

# To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Sheryl Lynn bonifer	3/4/77
Employee Social Security Number	Type of Action
JFK Act 5 (g)(2)(D)	☐ Appointment
Employing Office or Committee	☐ Salary Adjustment
Select Committee on Assassinations	Termination (At close of business on effective date)
type of action is an Appointment or Salary Adjustment, comp	plete the following information.)
Position Title	Gross Annual Salary
Secretary	
Committee Employee, complete appropriate item below.)	
1. Standing Committee: Staff—Clerical or Profe	ssional.
2. Special or Select Committee: Authority—H. Res.	
3.   Joint Committee.	
Employee of an Officer of the House, complete item below.)	
Position NumberIf applicable, Level_	
rosmon Numbern applicable, Level_	Step
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certify that this authorization is not in violation latives.  All the late of	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  Outs Stokes, Chairsta
certify that this authorization is not in violation latives.  All the late of	(Signature of Authorizing Official)  Outs Stokes, Chairstan  (Type or print name of Authorizing Official)  Select Contricted on Assessing Official
certify that this authorization is not in violation latives.  All the late of	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  Outs Stokes, Chairsta
l certify that this authorization is not in violation latives.    All appointments and salary adjustments for employees up	(Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  nder the House Classification Act and for Committee em
certify that this authorization is not in violation latives.  All the second of the se	(Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  nder the House Classification Act and for Committee em
All appointments and salary adjustments for employees upoyees, except those of the Committee on Appropriations, the Committee on House Administration.	(Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  nder the House Classification Act and for Committee em
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All appointments and salary adjustments for employees unexpees, except those of the Committee on Appropriations, the Committee on House Administration.  APPROVED:	(Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  Index the House Classification Act and for Committee emaintee on the Budget; and the Joint Committees, must

NW 68261

Docld:32243279 Page 3

To the Clerk of the House of Representatives:			
I hereby authorize the following payroll action:			
Thereby demonize the following payron denon:			
Employee Name (First-Middle-Last)		Effective Date	
Sheryi Lynn Bonifer	ed .	13/77	
Employee Social Security Number		Type of Action	
JFK Act 5 (g)(2)(D)	ПАрро	intment	
Employing Office or Committee	· · · · · · · · · · · · · · · · · · ·	y Adjustment	
Select Committee on Assassinations	Termination (At close of business on effective date		
If type of action is an Appointment or Salary Adjustment, co	mplete the fol	owing information.)	
Position Title		Gross Annual Salary	
If Committee Employee, complete appropriate item below.)			
<ul><li>2. A Special or Select Committee: Authority—H. Res</li><li>3. Doint Committee.</li></ul>	9 of <u>9</u>	Congress.	
3.  Joint Committee.  If Employee of an Officer of the House, complete item below  Position Number	v.)  Ste	<b>)</b>	
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3.  Joint Committee.  If Employee of an Officer of the House, complete item below  Position Number	v.) IStellon of 5 U.S.	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)	
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Thereby authorize the following payroll action:    Employee Name (First-Middle-Last)	or Ballpoint Pen)	U.S. HC			on	this form must be in horizing official.)	itialed by the	
Employee Name (First-Middle-Last)  Shery1 Lynn Bonifer  Employee Social Security Number  Type of Action    Appointment   Solary Adjustment   Solar	o the Clerk of the House o	f Representative:	<b>!\$:</b>			e de la companya del companya de la companya del companya de la co		
Shery1 Lynn Bosifer   12/17/6   Employee Social Security Number   Type of Action   Type o	I hereby authorize the follow	ving payroll actio	on:	·	,			
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Scient Solid   Scient   Scie	Sheryl Lynn Bonifer			12/	12/10/76			
Employing Office or Committee  Select Committee on Assassinations   Termination (At close of business on effective date)  type of action is an Appointment or Safary Adjustment, complete the following information:)  Position Title   Gross Annual Safary  Secretary   \$14,000  Committee Employee, complete appropriate item below.)  1.   Standing Committee: Staff   Clerical or   Professional.  2.   Special or Select Committee: Authority   H. Res. 1540   of 9413   Congress.  3.   Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number   If applicable, Level   Step    1.   Certify: that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting: the employment of actives.  If December 15   1976   Signature of Authorizing Official   Thomas 11. Downing. Chairman   Committee   Committe	Employee Soci	al Security Number	r ,					
Select Committee on Assassinations   Termination (At close of business on effective date)  type of action is an Appointment or Salary Adjustment, complete the following information.)  Position Title   Gross Annual Salary  Secretary   \$14,000  Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff = Clerical or Professional.  2. Special or Select Committee: Authority = H. Res. 1540   of \$400 Congress.  3. Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number   If applicable, Level   Step    1. certify: that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of adversary Official Thomas N. Downing Chairman (type or print name of Authorizing Official)  Select Committee on Assassinations  All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees; must approved by the Committee on House Administration.  APPROVED:   Chairman, Committee on House Administration.	JFK Act 5 (g)(2)(D)		1					
Select Committee on Assassinations   Termination (At close of business on effective date)	Employing Off	lice or Committee						
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Copy for Initiating Office or Committee

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Monthly Annuity \$

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Signature of	Bouler of Employee	<u>)</u>	January Date	10,1977
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SHERYL LYNN BONIFER
1521 Colonial Drive, #T-1
Woodbridge, Virginia 22192
225-6515

**OBJECTIVE:** 

Seeking employment that would enable me to fully utilize my potential and would offer responsibility and challenge.

EDUCATION:

The Washington School for Secretaries Washington, D. C.

1974-1975

Attended the Washington School for Secretaries full-time for one year. Studied all aspects of secretarial duties, including shorthand, legal terminology, research techniques, bookkeeping, accounting, business law, office management, and business correspondence.

Graduated with academic honors.

1969-1973

Hayfield Secondary School Alexandria, Virginia

Graduated in upper 25 percent of class.

EXPERIENCE:

Office of Finance

U. S. House of Representatives

1975present

Was employed by the Office of Finance in August, 1975. Duties at that time included handling payroll for approximately 90 Members of Congress. In less than one year, I was promoted to one of only three supervisory positions in the payroll I am currently in charge of all payroll matters pertaining to all House Committees, which involves furnishing information on current funding resolutions, providing accurate records of Committee allowances, and distributing monthly records of expenditures for approval by the Chairman of each Committee. In addition, I am responsible for the prompt payment of all federal leases of office space and computer leasing invoices for Members. I am in charge of maintaining complete records of the Lyndon Baines Johnson Intern Program, an allowance furnished each Member of Congress for the employment of two additional employees each year. I also was involved in a complete transition of payroll information from one computer system to the current Financial Management System.

Sh. Hand 100 Typing 65 Sheryl L. Bonifer Page 2

#### **EMPLOYMENT:**

Previous

Worked temporarily for an association from the mid-west organizing and setting up a new branch office in the Washington area. Duties included interviewing for personnel, ordering furniture and supplies, setting up the filing system, and handling all secretarial duties.

ADDITIONAL:

Born and raised in Alexandria, Virginia. Recently married and in excellent health. In addition to my secretarial skills, I enjoy working with people and am very dependable. I am willing to accept responsibility and am a quick and efficient worker.

References will be furnished upon request.